

Brentwood Christian School
VIP Coordinator Job Description

Leadership Title: Angel Tree Coordinator

Overall Job Description: Responsible for all aspects of the Angel Tree program at BCS. We sponsor up to 30 children, and our students earn their angel “wings” by earning money and turning it in to purchase the gifts.

Essential Duties and Responsibilities – In order to receive the full 20 credit hours, you must complete the following:

1. Register the school for upcoming Christmas, or verify that registration has taken place.
2. Send out announcement and flyer to teachers and parents.
3. Make sure each teacher has one tree and Angels for all students in class.
4. Collect and count all funds, converting checks to cash if need be. When a check is made out to BCS, accounting will sometimes cash these if cash is available in the office, or contact parent who issued the check. Checks made out to Angel Tree may be mailed to Angel Tree or be swapped for cash.
5. Contact all Angel Tree parents or guardians to verify participation and get information on children’s needs/wants/sizes. Mail letter if phone contact does not work. We can only buy gifts and deliver them with the parent/guardian’s permission and cooperation.
6. Shop, make sure to spend the money wisely and fairly between the children. Each child should receive a minimum of two gifts; one clothing article and one toy or Bible (this is an evangelizing program but we must get permission to give a Bible from parent or guardian).
7. Acquire boxes and wrapping paper and wrap gifts (High school students may earn volunteer community hours or parents may volunteer to help with this).
8. Coordinate parents to deliver gifts and make sure all gifts get delivered.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability recommended.

Talents/Skills/Experience:

- Not shy when cold contacting strangers
- Shopping skills, keeping in mind what a child needs/wants/ and price limitations.
- Organizational skills (It takes some organizing to shop and wrap for 30 kids and get the right gift to the right child.)

Written By: Shannon Mokry

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